



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3-28-73		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received MAY 8 1973 73-345 Application No. MAY 11 1973 Date Completed	
2. Agency Application No. DHR-PH-14		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Epidemiology Unit - R. 13-H 47 Trinity Avenue Atlanta, Georgia 30334		4. Person to Contact Dr. John E. McCroan	
				5. Working Title Chief Epidemiology Unit 6. Tel. No. 656-4764	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title Epidemiology Raw Data Study File			
10. What is the function of the office in which this record series is created? The Epidemiology Unit, under the direction of the chief, is responsible for the in-depth study and control of communicable diseases. This includes evaluation and recommendation as to control and/or treatment; surveillance of all reportable diseases; conducting comprehensive studies of all diseases in order to gain insight and evaluation of vaccines and/or drugs used to treat them.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the collection of raw data to be compiled and analyzed over a period of time. This includes medical research of diseases that affect man and animals; vaccine evaluation studies, disease transmission studies, and studies where one or more persons are involved in unknown disease or condition. File is arranged by research or study project.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		50	100	4 6	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				Depends upon disease	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☒ [X] ☐ []
Attach copy of summary or publication. Depends upon disease
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
Medical record - confidential
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

Depends upon type of study and length of time required to hold records

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

SEE BELOW

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] OTHER upon completion of collection of raw data, then:

Upon completion of collection of raw data place all data in the inactive file; then cut off inactive file at end of each calendar year; then transfer to State Records Center, hold _____ years; then return to Department of Human Resources, hold until evaluation of project or compilation of data is complete and final report is made; then destroy raw data and retire record copy of final report to State Archives.

MAINTENANCE INSTRUCTION.

Notify State Records Section of Archives prior to destruction of raw data.

Records Management Officer (Signature) <i>Douglas M. Davis</i>		Date 3-28-73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>J.E. McCreary</i>	Mar 29.
		State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	5-10-73
		Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	5-7-73
		Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>M. J. Shell</i>	5-11-73

STATE RECORDS
COMMITTEE